

<b>Procedure:</b>	<b>Northumbria Blood Bikes Rota Definition: Rota 4 – GNAAS Blood on Board</b>		
<b>Owner:</b>	<b>Rota Manager</b>	<b>Author:</b>	<b>Ronnie Paton</b>
<b>Approved:</b>	<b>4th Dec 2018</b>	<b>By:</b>	<b>Executive Committee</b>
<b>Doc Ref</b>	<b>ROTA004</b>	<b>Version</b>	<b>4.2</b>

**A. Why do we need this Procedure**

This document sets out the requirements for Rota 4 – GNAAS Blood on Board (BoB) and other scheduled work that runs concurrently with the BoB deliveries.

**B. Who is Responsible for this Procedure**

The Rota Manager of the group is responsible for the maintenance of this procedure.  
The Executive Committee is responsible for approving this procedure.

Any person operating a shift on Rota 4 is bound by the rules laid out in this procedure.

**C. When will this Procedure be reviewed**

The procedure will be reviewed a maximum of one year following its approval.

**D. How will changes be notified**

The latest version of the policy will be made available via the members' library on the group website. New versions will be announced via email to all qualified riders, drivers, shift coordinators and the executive committee.

## **1. Aim of Rota**

- 1.1.** This Rota operates specifically to support the GNAAS Blood on Board (BoB) Service.
- 1.2.** This Rota also supports other scheduled work which “piggy backs” the journeys undertaken in the course of the BoB deliveries:
  - 1.2.1.** Samples from Carlisle Hospital via Blood Bikes Cumbria (BBC)
  - 1.2.2.** Samples from James Cook University Hospital (JCUH) via Bloodrun EVS (BEVS)
  - 1.2.3.** Genetics Notes passing between RVI and JCUH

## **2. Operational Times**

- 2.1.** This rota operates seven days per week, 365 days per year.
- 2.2.** This rota begins at 19:00 hours. The driver must have completed the vehicle handover procedures and be ready to begin the rota at the RVI by 19:00.
- 2.3.** This rota completes when the final scheduled delivery is made, and the vehicle is returned to base.
- 2.4.** The vehicle return / handover should take place as soon as possible, following the final delivery.
- 2.5.** Samples may be delivered to us by BBC on weekdays
- 2.6.** Genetics notes are transferred between RVI and JCUH Mondays through Thursdays, not including Public holidays
- 2.7.** Samples may be delivered to us by Bloodrun BEVS on weekdays

## **3. Vehicles**

- 3.1.** Under normal circumstances this rota will be completed using designated BoB car, the Henry Surtees Foundation vehicle, which is based at Blucher.

## **4. Operational Location**

- 4.1.** This rota operates in two phases. Run one serves the Air Ambulance based at Langwathby and is completed with the assistance of Blood Bikes Cumbria. Blood samples for testing may also be exchanged with the BBC vehicle. Runs two to four serves the Air Ambulance (and MERIT Car) based at Durham Tees Valley Airport. Genetic notes are transported between the RVI and JCUH and Blood samples for testing from JCUH may also be transported. These ancillary tasks may have the assistance of Bloodrun EVS.

## 5. Description of Duties

### 5.1. *Run One – Air Ambulance Langwathby*

- 5.1.1. This run is to be completed every day
- 5.1.2. Inform the controller that you are 'on duty' once the vehicle has been checked and you are about to commence the first element.
- 5.1.3. The first batch of BoB Box(es) shall be collected from the RVI Labs at 19:00 or as soon as possible thereafter.
- 5.1.4. If there are "empty" sample boxes to return to Cumbria collect them too.
- 5.1.5. Inform the controller that you are en-route to the rendezvous with Cumbria.
- 5.1.6. The BoB box(es) shall be delivered to a rider/driver from the Cumbria group at our designated handover location at Hexham hospital. This exchange to take place as close to 20:00 as possible. Deliver any empty sample boxes.
- 5.1.7. Take delivery of any used BoB box(es) that the Cumbria rider has for return to the RVI. For job logging, this needs to be completed on its own NBB receipt.
- 5.1.8. Take delivery of any other packages that the Cumbria rider has for return to the RV, for job logging, this needs to be completed on its own NBB receipt.
- 5.1.9. Take delivery of any other packages that the Cumbria rider has for delivery to locations other than the RVI, for job logging, this needs to be completed on its own NBB receipt.
- 5.1.10. Inform the controller that you are en-route to the RVI. If any packages have been collected under 5.1.9, on Monday to Wednesday, whenever possible you are to deliver these items directly with no internal transfer.
  - 5.1.10.1. On Thursday to Sunday. due to time constraints, you are to request with the duty controller that a duty vehicle to be waiting at the RVI for an internal relay for **all** packages not destined for the RVI.
- 5.1.11. Return to RVI and deliver any BoB box(es) and other packages for RVI.

## **5.2. Run Two - Air Ambulance Durham Tees Valley Airport**

- 5.2.1.** This run is to be completed on **Monday – Wednesday**.
- 5.2.2.** If required collect the Genetics Notes for JCUH at the Leazes Wing Reception.
- 5.2.3.** Inform the controller that you have delivered the box(es) from Cumbria, have collected the packages for Teesside and are en-route to the scheduled handover location. Ask the controller to contact BEVS and confirm if they have a rider on duty and establish estimated time of arrival.
- 5.2.4.** Deliver BoB box(es) to the delivery point at Durham Tees Valley Airport
- 5.2.5.** If there are BoB box(es) at Durham Tees Valley Airport to be returned to the RVI complete the required GNAAS paperwork (See section 7.4), leaving the white copy of the NBB receipt in the locker.
- 5.2.6.** When the BEVS member has arrived deliver the Genetics Notes for JCUH to them. Take from BEVS the Genetics Notes from JCUH. Take from the BEVS member any blood samples for test from JCUH.
- 5.2.7.** If a BEVS member is not scheduled / does not arrive then inform the controller and travel on to JCUH to deliver the Genetics Notes directly. Take the Genetics Notes for RVI from JCUH.
- 5.2.8.** Once all handovers and documentation has been completed, inform the controller that you are en-route to the RVI.
- 5.2.9.** Return to RVI and deliver any BoB box(es), blood samples and Genetics Notes as necessary.
- 5.2.10.** Inform the controller that you have delivered at the RVI.

### **5.3. Run Three – MERIT Car Bowburn & Air Ambulance Durham Tees Valley Airport**

- 5.3.1.** This run is to be completed on Thursdays only.
- 5.3.2.** If required collect the Genetics Notes for JCUH at the Leazes Wing Reception.
- 5.3.3.** Inform the controller that you have delivered the box(es) from Cumbria, have collected the outgoing packages and are en-route to the scheduled handover location. Ask the coordinator to contact BEVS and confirm if they have a rider on duty and establish estimated time of arrival.
- 5.3.4.** You are to meet the Merit car on-route to DTV at the main entrance to Bowburn Service station, aiming for 21:00. Where you are to transfer the BoB Box to a member of the Merit Team, and take delivery of the old BoB box, completing all GNAAS and NBB paperwork. The Merit Team will have the GNAAS signature sheet with them.
  - 5.3.4.1.** The controller may advise that the transfer has been cancelled as per 6.3, you are to continue to DTV and give an estimated journey time to the controller. The controller is then to relay this MERIT team.
- 5.3.5.** You are then to proceed to Durham Tees Airport to conduct the Transfer of the Genetic notes with BEVS.
- 5.3.6.** If a BEVS member is not scheduled / does not arrive then inform the controller and travel on to JCUH to deliver the Genetics Notes directly. Take the Genetics Notes for RVI from JCUH. If you have “empty” samples boxes, then hand them over to JCUH.
- 5.3.7.** Once all handovers and documentation has been completed, inform the controller that you are en-route to the RVI.
- 5.3.8.** Return to RVI and deliver any BoB box(es), blood samples and Genetics Notes as necessary.
- 5.3.9.** Inform the controller that you have delivered at the RVI.

#### **5.4. Run Four – MERIT car Bowburn**

- 5.4.1.** This run is to be completed on **Friday - Sunday**.
- 5.4.2.** Inform the controller that you have delivered the box(es) from Cumbria and have collected the outgoing BoB box and are en-route to the scheduled handover location.
- 5.4.3.** You are to meet the Merit car at the main entrance to Bowburn Service station, aiming for 21:00. Where you are to transfer the BoB Box to a member of the Merit Team, and take delivery of the old BoB box, completing all GNAAS and NBB paperwork. The Merit Team will have the GNAAS signature sheet with them.
- 5.4.4.** Once all handovers and documentation has been completed, inform the controller that you are en-route to the RVI.
- 5.4.5.** Return to RVI and deliver the BoB box.
- 5.4.6.** Inform the controller that you have delivered at the RVI.

#### **6. Exceptions and Variations**

- 6.1.** The Blood on Board boxes and contents are specially developed for the purpose and are not subject to the normal temperature restrictions. The BoB boxes may be carried by motorcycle even if the ambient temperature is below 3°C.
- 6.2.** For runs 3 & 4, if it looks likely you are not going to make the transfer time, inform the controller and they will call GNAAS on one of the numbers below
  - GNAAS Air desk (manned until approx. 20:00) 01325 335 231
  - MERIT Car Mobile 07801 581 318
- 6.3.** For runs 3 & 4. There may a clinical reason or unforeseen circumstances where the Merit car will not be able to complete the transfer, if this happens follow these guidelines
  - 6.3.1.** GNAAS Helicopter team not on base at 8pm- GNASS MERIT shift will proceed to Bowburn to collect the fresh BoB Box, GNASS will inform driver that after handover, they are required to proceed to DTV to collect the old Bob Box to be returned to RVI.
  - 6.3.2.** GNAAS MERIT team called to a job prior to RV at 21:00, but team are in possession of day blood – GNASS MERIT will liaise with NBB, where NBB will return the fresh BoB box to the RVI, advising the LAB staff accordingly.
  - 6.3.3.** GNASS MERIT shift called to a job prior to RV at 21:00, but team are NOT in possession of helicopter BoB box- GNASS Merit will liaise with NBB, where NBB are to proceed to DTV to collect day blood and return **BOTH** boxes to RVI, advising the LAB staff accordingly.
  - 6.3.4.** Due to timings- if the GNASS helicopter team are likely to return to base prior to 20:30 the GNASS MERIT team will wait on base to collect the day BoB box and inform the NBB controller that they will be late at the handover and give an estimated handover time.
- 6.4.** If the Air Ambulance, or Merit Car, returns to base in the late evening there may not be any BoB boxes to recover. This is normal practice.

## **7. Administration**

### **7.1. NBB Documentation**

- 7.1.1.** An NBB job sheet must be completed for each delivery between one collection point and one delivery point.
- 7.1.2.** If packages are collected in section 5.1.7 (standard packages for RVI) they require separate sheets to be completed as they are delivered to, and need to be signed for, by different staff within the RVI laboratory.
- 7.1.3.** If there are packages to deliver return under section 5.1.8 (standard package not for RVI) then there will be one job sheet extra for each delivery.
- 7.1.4.** As soon as reasonably possible after completing the run, enter the details into the web-based Job Recorders, accessed via the NBB website.
  - 7.1.4.1.** Details of BoB boxes to and from Cumbria and any samples from Cumbria for the RVI or NHSBT can be entered into the BoB Job Tracker.
  - 7.1.4.2.** Details of BoB boxes, MERIT Car boxes, Genetics Notes to and from Teesside, as well as details of any sample boxes from Teesside can all be entered into the BoB job tracker.
  - 7.1.4.3.** Samples from Cumbria for destinations other than the RVI or NHSBT must be entered into the standard job tracker as separate relay runs from Cumbria.

### **7.2. Blood Bikes Cumbria Documentation**

- 7.2.1.** Blood Bikes Cumbria will require you to sign their documentation for boxes for delivery to RVI and elsewhere, you should provide one of our normal receipts for each destination involved.

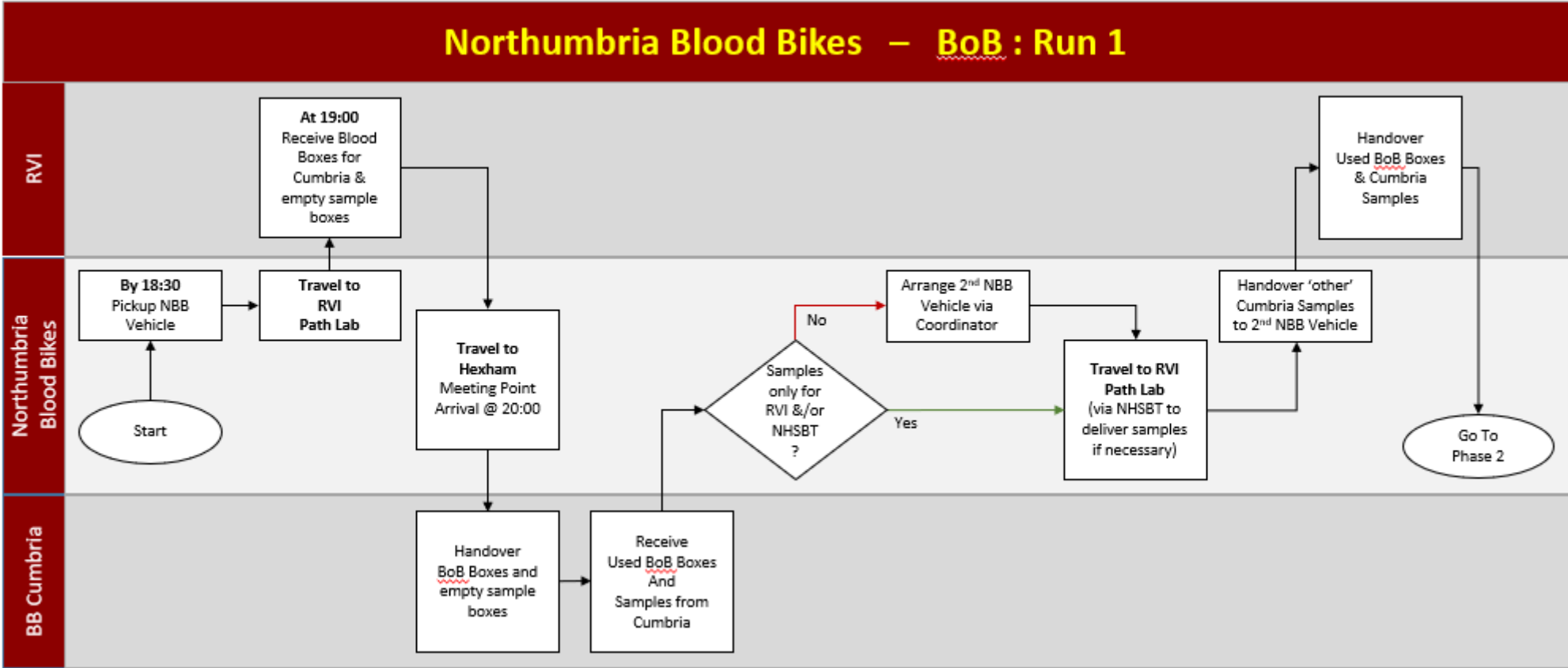
### **7.3. Bloodrun EVS Documentation**

- 7.3.1.** Bloodrun EVS *may* require you to sign their documentation for boxes for delivery to RVI and elsewhere, you should provide one of our normal receipts for each package involved.

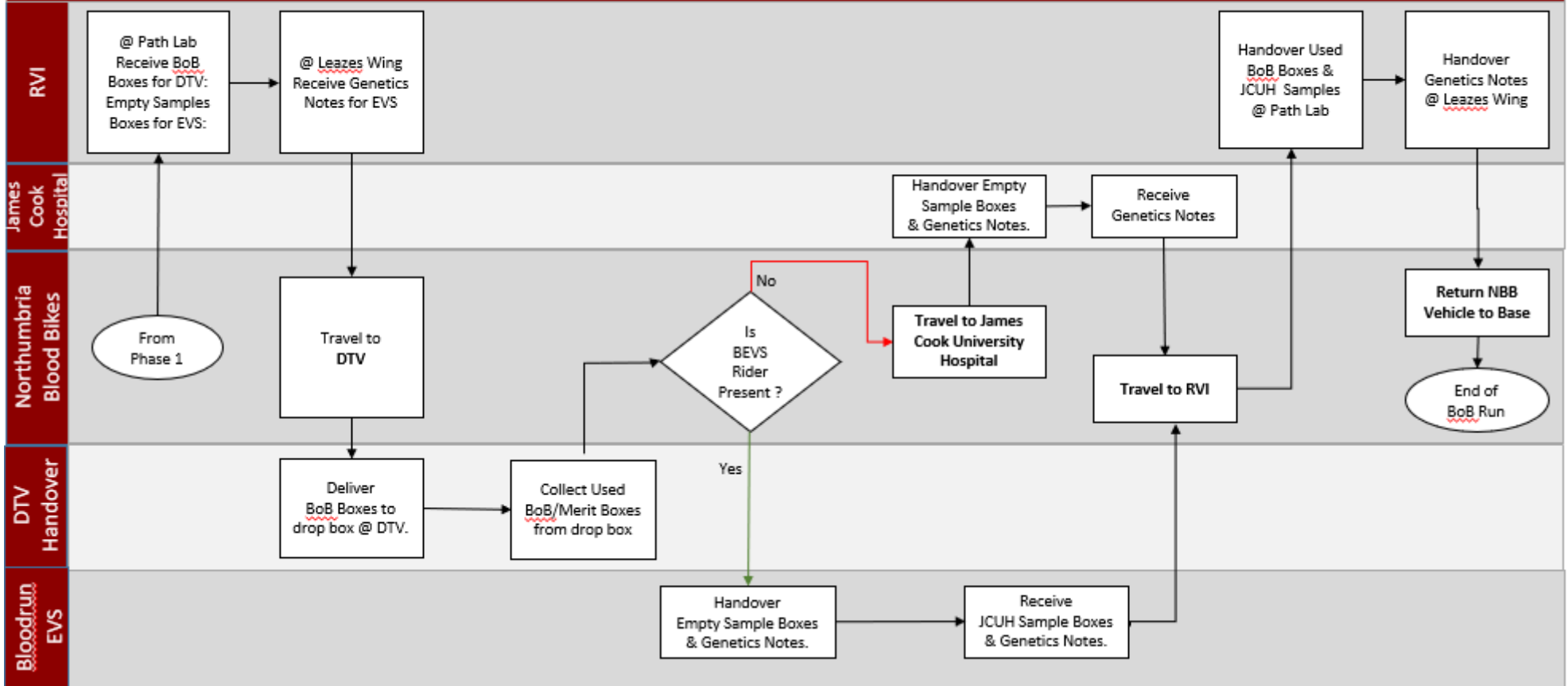
### **7.4. GNAAS Documentation**

- 7.4.1.** Fill in the GNAAS documentation at Durham Tees Valley Airport with the details of the boxes you have delivered and collected.
- 7.4.2.** The documentation is one-page split into four vertical sections. The first and last sections only are for NBB.
- 7.4.3.** When dropping a box off write the box number in the left-most column then add the details in the next section on that row. Write your name clearly rather than signing.
- 7.4.4.** When collecting a box, find the row for that box number and complete the details in the last section of that row.

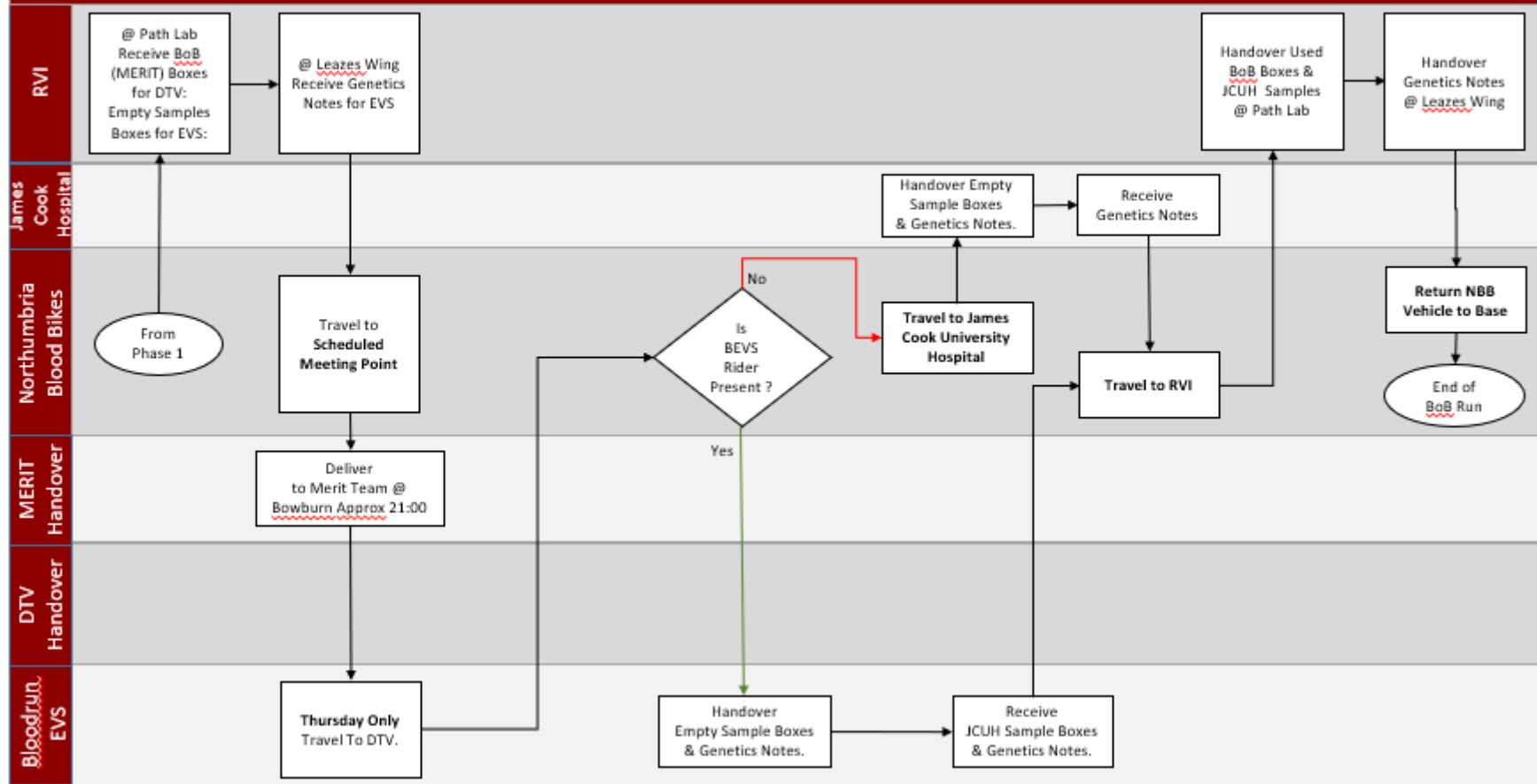
Appendix A - BoB Process Flow



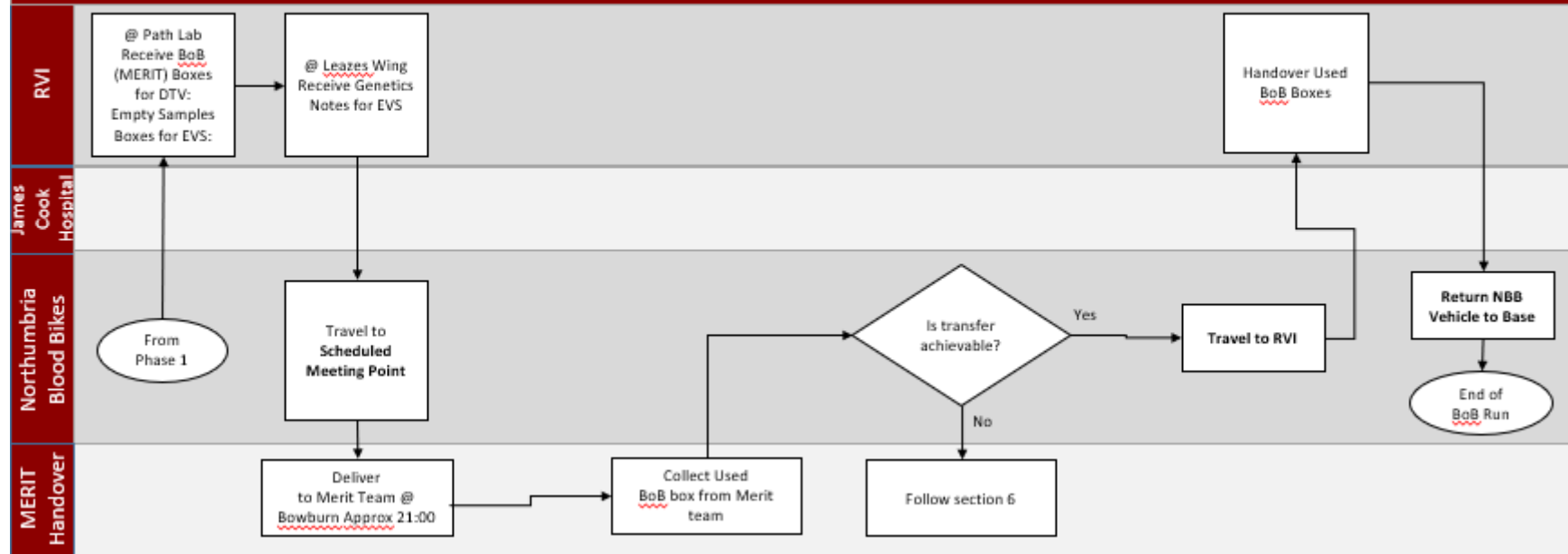
# Northumbria Blood Bikes – BoB : Run 2



# Northumbria Blood Bikes – BoB : Run 3



# Northumbria Blood Bikes – BoB : Run 4



**Northumbria Blood Bikes Rota Definition:  
Rota 4 – GNAAS Blood on Board**

**Version Control and History**

<b>Date</b>	<b>Version</b>	<b>Author:</b>	<b>Reason For Change</b>
Jan 2015	1.0	Michael Thompson	First Version
5 Feb 2015	2.0	Peter Robertson	Clarification following delivery of the Henry Surtees Foundation vehicle.
1 Feb 2016	3.0	Michael Thompson	New version incorporating JCUH – Notes and Samples.
Oct 2018	4.0	Ronnie Paton	New procedure for Merit Boxes
10 Oct 2018	4.1	Ronnie Paton	MERIT procedure change
4 Dec 2018	4.2	Ronnie Paton	Modified section 5, added to section 6, changed appendix A process flows, removed appendix B&C